



UNIVERSITY OF LINCOLN STUDENTS' UNION EXECUTIVE COMMITTEE

University of Lincoln Students' Union Executive Committee 4th July 2016 at
10am in the Students' Union Boardroom.

Present:

Chair: Sammi Storey (SS) – President
Will Fry (WF) – Vice President Activities
John-Paul Dickie (JD) – Vice President Academic Affairs
Aigerim Kuanysh (AK) – Vice President International
Tasnim Hassan (TH) – Vice President Welfare & Community
James Brooks (JB) – Chief Executive

Also in attendance:

Hannah Coleman (HC) – Head of HR and Operations, Charlie Garrod (CG) – Head of Commercial Services, Rowena Johnston-Aiken (RJ) – Head of Finance, Megan Graham (MG) – HR and Office Manager, Scott McGinn (SM) – Marketing Manager (Agenda item 8 only), Lindsay Westgarth (LW) – Student Voice Administrator (Agenda Item 7 only) and Connor Muir (CM) – College of Science Officer (Agenda item 7 only).

1.1 Apologies for Absence

- Nothing to Note

1.2 Declarations of interest

Noted:

- JP declared a conflict with the discussion of the Student Trustee

Agreed:

- It was agreed that JP would remain in the meeting.

2. Minutes of the Previous Meeting

- The minutes of the previous meeting on the 27th June 2016 were approved.

3. Matters Arising

Noted:

- AK discussed iGlobal with Sue Rigby and will speak to Bradley Smith, International Support Officer and Judy Turner, Careers and Employability Advisor (International).

4. Weekly Report

Noted:

- There were no budgets added for this week.

5. Weeks Events

- Nothing to note.

6. Engine Shed Bridge

Noted:

- The Council are proposing to demolish the unused bridge next to the Tower Bar.
- It is not a listed bridge and technically owned by network rail who are not acknowledging it.

Agreed:

- The Executive Committee Support the removal of the bridge.

7. Blackboard Report

Noted:

- The Blackboard survey looked at the Blackboard System and how it is used.

- The survey was open from March to mid-May to tie in with the module evaluation and had a 26% turnout.
- There are 8 recommendations (4 being key recommendation's):
 - The University to create a working group for students on Blackboard
 - The University to look into the interactive learning, firstly being rolled out in the College of Science as they were the most willing from the survey.
 - Create guidance for staff on Virtual Learning.
 - Create guidance for students on Virtual Learning.
- It was suggested for the report to be discussed with DVC Sue Rigby to get guidance on how to implement the recommendations.
- The report was commended and LW was commended on the work she delivered.

8. Open Days

Noted:

- The presentation for the Open Days needs to include:
 - How the Students' Union can support students
 - A brief history of the SU
 - Include interactive videos such as the end of year blowout
 - Advice Centre and Academic Support to reassure parents.
 - Create a story as the presentation, from the finish of the presentation to the start of the University Journey.
 - Introduce the roles of the different officers.
 - Give an individual's perspective.
 - For the closest presentation videos they currently have could be used.
 - It is important to still discuss the international aspect of it.
 - Include things like SU of the Year and Best Bar None.
 - Employability and the opportunity for part time work.
 - Venues and how they help students and the safe space.
 - It was suggested to edit together videos of previous Student Leaders.

Agreed:

- The dates for which Student Leader is attending the open days was confirmed.

Actioned:

- MG to book a meeting between SM, JB and SS to go over the presentation.

9. Annual Provider Review

Noted:

- After the new Teaching Excellence Framework (TEF) the Annual Provider Review is a quality assurance check.
- This needs to be completed before a TEF application can be done.
- It is important for the Union to be included.
- JD is involved with the TEF working group and can feed this back to the Executive Committee.

Agreed:

- This to be discussed when DVC Sue Rigby attends the next Executive Committee.

10. Student Impact Award

Noted:

- This is an award which the Students' Union decides.
- A winner and a highly commended team needs to be chosen by mid-august.
- It was suggested to shortlist the team and hold an online student election.

Actioned:

- Each Student Leader needs to talk to their network and bring nominations.

11. Rep Charter

Noted:

- This is the agreement between the Students' Union and the University of Lincoln on how student representation will be carried out and has been reviewed.
- The charter goes in the staff handbook and the code of conduct goes in the Rep Handbook.
- It was suggested for the charter to be given to all Reps.

Agreed:

- The Rep Charter will be shown to DVC Sue Rigby for feedback and then taken to Academic Board.

12. Sports and Societies Insurance Fees:

Noted:

- Club and Society Insurance will be increasing for Societies from £5 to £5.20 and Clubs from £10 to £10.40.

13. Employee of the Month

Agreed:

- Becky Tsang – Tower Bar Service Leader won Employee of the Month for May/June.

14. School of the Month

Noted:

- The School of the Month criteria was reviewed.

Agreed:

- The amended School of the Month criteria was approved.

15. Student Leader Verbal Updates

15.1 President

Noted:

- SS commended CG and the team for winning the Best Venue Award.
- A Student Trustee was spoken to about email etiquette.
- Deadlines for Ops Plans are in diaries.
- The Union Sports Strategy was requested to be presented at the Sports Board meeting in September, including a needs map of all Clubs.
- SS met with Estates where a student green fund was discussed, this fund goes to a sustainable business plan and will be advertised to students.
- Estates want to promote how students can report issues in university buildings including Courts to have this promoted. This could be put on the Advice Centre webpage.

15.2 Vice President Academic Affairs

Noted:

- JD met with University Timetabling; it was confirmed that a condensed version of the timetables will be released soon and full timetables will be available from Sept.
- JD met with Ian Snowley, University Librarian, and Neil Smyth, Assistant Director for Academic Engagement.
- Rep Handbooks have been finalised.
- JD is continuing the input into the Feedback Guide.

15.3 Vice President Activities

Noted:

- WF had been working with HC on the Clubs and Societies training.
- WF met with SM about Activities branding and the banners for the Twitter accounts.
- WF will be going out on Wednesdays to live feed tweets on the Clubs games.
- There will be a separate Facebook page for Activities and photos from all games will be uploaded with an SU filter.

15.4 Vice President International

Noted:

- Ops Plans have been finished and a draft given to Mentor.

- Meetings are being booked in to get the ball rolling with ops plans.
- AK will be meeting with the Student Support Centre and English Language Centre.
- It was suggested to AK to start creating the presentation of her Ops Plan.

15.5 Vice President Welfare and Community

Noted:

- TH is working on her Ops Plans.
- TH and WF met to discuss the Liberation Societies and the training.
- TH is meeting with RL about Housing.
- TH is meeting with SM about De-stress branding.

16. Chief Executive Verbal Update

Noted:

- JB and SS are meeting with David Braham, Deputy Chief Finance Officer, about Satellite Campuses.
- The PREVENT obligations are being integrated into Volunteering Policy.
- Hull University Union have been contacted about SUMS.
- DVC Sue Rigby will be coming to an Executive Committee meeting monthly.
- An email is going out about Sophia Bishell, Societies Assistant, leaving the Union.

Agreed:

- DVC Sue Rigby to attend an Executive Committee Meeting Monthly.

17. Health and Safety

Noted:

- Estates will be walking around on Friday and activating the Fire Alarm. Currently no time for this has been set and there will not be a fire drill.
- The time of the test will be circulated once it is known.

18. Any Other Business

Noted:

- JD and WF raised concerns over social media use.

19. Date of Next Meeting: Wednesday 13th July

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Chair

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Date